

Dear Prospective Vendor:

This packet contains an application form and a list of supplies, services, professional services, and location map. We place prospective bidders and offerors who submit completed applications on the Vendor List. The list may be used when the State seeks competition for goods, services, or professional services. Other forms of notice such as publishing an advertisement in a newspaper of general circulation may be used in lieu of the list. AS 36.30.050 requires persons or firms who wish to be on the Vendor List to submit evidence of a valid Alaska Business License. The Alaska business license number entered must be valid and appropriate for each requested code listing.

To obtain an Alaska Business License or make license inquiries, call or write Business Licensing, Department of Community and Economic Development, (907) 465-2550, P.O. Box 110806, Juneau, Alaska 99811-0806. Visit their web site at <http://www.dced.state.ak.us/occ/buslic.htm>

In accordance with AS 36.30.050, and 2 AAC 12.060(a)(2), a biennial fee may be charged for placement onto the Vendor List. This list will be purged periodically and new applications sent out to update the list.

If you have any questions or require further assistance, please contact General Services at (907) 465-2250.

Thank you,
Division of General Services

INSTRUCTIONS TO PROSPECTIVE VENDORS

1. To have your name or the name of your firm placed on General Services' Vendor List, you must fully complete the enclosed application and return it to the address shown on the application. Please include your ZIP+4 address; an incomplete application will not be processed. Your firm will not be placed on the Vendor List until a completed application is received.
2. Prospective vendors with disabilities who require an accommodation with special services or auxiliary aids to participate in this process should contact General Services at (907) 465-2250 TDD-Juneau: (907) 465-2205; or TDD-Anchorage: (907) 276-0502.
3. Evidence of a valid Alaska Business License must be **attached** as well as the business license number entered into the appropriate block. You must have an Alaska Business License in order to be entered onto the Vendor List. A construction contractor must also submit a valid Certificate of Registration issued under AS 08.18:

We prefer to receive a copy of your valid Alaska Business License as evidence. The State considers you to have the license after you have paid the fee. If you have not received your license, but have paid the fee, then you **must** furnish one of the following types of evidence:

- a. A copy of a cancelled check for the business license fee.
 - b. A copy of the business license application with a receipt date stamp from the State's Business License Office.
 - c. A copy of a receipt from the State's Business License Office for the license fee.
 - d. A sworn affidavit that the bidder has applied and paid for an Alaska Business License.
4. The location code section of this application **must** be filled out.
 5. Review the code(s) assigned to the supply, services/professional services, and location map categories in this packet. Enter the three or five digit code(s) in the space(s) provided on the Vendor Mailing List Application form or check the corresponding box next to the codes that you wish to provide to the State of Alaska. Enter code(s) only for those items, which you are capable of consistently providing. Vendors will only be registered for those items that they have listed on the form provided or boxes checked. (Attached copies of the back of the form page are acceptable.)

NOTE: If you do not intend to provide all the listed services at each location, please use one page for each location and list the service(s) you will provide for that location.

6. Any future changes to the information provided on your application must be submitted in writing.

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF GENERAL SERVICES
P.O. BOX 110210, JUNEAU, ALASKA 99811-0210
dgsinfo@admin.state.ak.us

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In the space(s) provided, please list the 3-digit class codes or 5-digit commodity code(s) which represent the supplies or services which you are willing to consistently provide, or check the boxes that correspond on the attached sheets. If you are able to supply all of the goods or services in one class code you only have to list the 3-digit class code.

Date

In the space(s) provided, please list the 3-digit class codes or 5-digit commodity code(s) which represent the supplies or services which you are willing to consistently provide, or check the boxes that correspond on the attached sheets. If you are able to supply all of the goods or services in one class code you only have to list the 3-digit class code.

Revised 5/00kjf

Locations

State of Alaska Division of General Services

Locations by Region

Region: Northern

- ☐ WAINWRIGHT
- ☐ KALTAG
- ☐ DELTA JUNCTION
- ☐ FT. GIBBON RECORDING DISTRICT
- ☐ MANLEY HOT SPRINGS RECORDING DISTRICT
- ☐ DOT LAKE
- ☐ NORTHWAY
- ☐ GALENA
- ☐ DEADHORSE
- ☐ CIRCLE
- ☐ BARROW RECORDING DISTRICT
- ☐ RAMPART
- ☐ HEALY
- ☐ FAIRBANKS
- ☐ NENANA RECORDING DISTRICT
- ☐ TOK
- ☐ KOYUKUK
- ☐ MANLEY HOT SPRINGS
- ☐ NULATO RECORDING DISTRICT
- ☐ PORT OF ALCAN
- ☐ RUBY
- ☐ BARROW
- ☐ NORTHERN ALASKA REGION
- ☐ RAMPART RECORDING DISTRICT
- ☐ CANTWELL
- ☐ FAIRBANKS RECORDING DISTRICT
- ☐ COLLEGE
- ☐ EAGLE
- ☐ FT. YUKON
- ☐ NULATO
- ☐ NENANA
- ☐ TANANA

District:

- Barrow
- Nulato
- Fairbanks
- Ft. Gibbon
- Manley Hot Springs
- Fairbanks
- Fairbanks
- Nulato
- Barrow
- Fairbanks
- Barrow
- Rampart
- Nenana
- Fairbanks
- Nenana
- Fairbanks
- Nulato
- Manley Hot Springs
- Nulato
- Fairbanks
- Nulato
- Barrow
- Rampart
- Nenana
- Fairbanks
- Fairbanks
- Fairbanks
- Fairbanks
- Nulato
- Nenana
- Ft. Gibbon

Region: Outside

- ☐ OTHER LOCATIONS OUTSIDE ALASKA (not listed)
- ☐ WASHINGTON, D.C.
- ☐ PRINCE RUPERT, BRITISH COLUMBIA, CANADA
- ☐ LOCATIONS OUTSIDE ALASKA
- ☐ SEATTLE, WA.

District:

Locations by Region

Region: Southcentral

- ☐ ILIAMNA
- ☐ VALDEZ
- ☐ SEWARD RECORDING DISTRICT
- ☐ ANVIK
- ☐ WILLOW
- ☐ SQUENTNA
- ☐ ERNISTINE
- ☐ SLEETMUTE
- ☐ KODIAK RECORDING DISTRICT
- ☐ INDIAN
- ☐ KALSKAG
- ☐ SELDOVIA
- ☐ HOPE
- ☐ VALDEZ RECORDING DISTRICT
- ☐ ANCHOR POINT
- ☐ KARLUK
- ☐ SOUTHCENTRAL ALASKA REGION
- ☐ ANCHORAGE
- ☐ PORTAGE
- ☐ SELDOVIA RECORDING DISTRICT
- ☐ ANIAK
- ☐ GLENALLEN
- ☐ MCGRATH
- ☐ PALMER RECORDING DISTRICT
- ☐ ANCHORAGE RECORDING DISTRICT
- ☐ WASILLA
- ☐ MOOSE PASS
- ☐ HOMER RECORDING DISTRICT
- ☐ ILIAMNA RECORDING DISTRICT
- ☐ NONDALTON
- ☐ CORDOVA RECORDING DISTRICT
- ☐ TYONEK
- ☐ TALKEETNA
- ☐ CORDOVA
- ☐ COPPER CENTER
- ☐ NINILCHIK
- ☐ KENAI
- ☐ WHITTIER
- ☐ CHUGIAK
- ☐ PALMER
- ☐ SOLDOTNA
- ☐ TRAPPER CREEK
- ☐ CHITNA RECORDING DISTRICT

District:

Iliamna
Valdez
Seward
Kuskokwim
Palmer
Anchorage
Valdez
Kuskokwim
Kodiak
Anchorage
Kuskokwim
Seldovia
Seward
Valdez
Homer
Kodiak

Anchorage
Anchorage
Seldovia
Kuskokwim
Chitna
Mt. McKinley
Palmer
Anchorage
Palmer
Seward
Homer
Iliamna
Iliamna
Cordova
Anchorage
Talkeetna
Cordova
Chitna
Homer
Kenai
Anchorage
Anchorage
Palmer
Kenai
Talkeetna
Chitna

Locations by Region

<input type="checkbox"/>	EKLUTNA	Anchorage
<input type="checkbox"/>	EAGLE RIVER	Anchorage
<input type="checkbox"/>	KODIAK	Kodiak
<input type="checkbox"/>	STERLING	Kenai
<input type="checkbox"/>	HOMER	Homer
<input type="checkbox"/>	SUSITNA	Anchorage
<input type="checkbox"/>	BIRCHWOOD	Anchorage
<input type="checkbox"/>	KENAI RECORDING DISTRICT	Kenai
<input type="checkbox"/>	KATALLA	Cordova
<input type="checkbox"/>	COOPER LANDING	Seward
<input type="checkbox"/>	KUSKOKWIM RECORDING DISTRICT	Kuskokwim
<input type="checkbox"/>	CHITNA	Chitna
<input type="checkbox"/>	MT. MCKINLEY RECORDING DISTRICT	Mt. McKinley
<input type="checkbox"/>	GIRDWOOD	Anchorage
<input type="checkbox"/>	BIRD CREEK	Anchorage
<input type="checkbox"/>	SEWARD	Seward
<input type="checkbox"/>	HOLY CROSS	Kuskokwim
<input type="checkbox"/>	TALKEETNA RECORDING DISTRICT	Talkeetna

Region: Southeast

<input type="checkbox"/>	KLUCKWAN
<input type="checkbox"/>	PETERSBURG RECORDING DISTRICT
<input type="checkbox"/>	ANGOON
<input type="checkbox"/>	WRANGELL RECORDING DISTRICT
<input type="checkbox"/>	KAKE
<input type="checkbox"/>	HAINES
<input type="checkbox"/>	KETCHIKAN RECORDING DISTRICT
<input type="checkbox"/>	SKAGWAY
<input type="checkbox"/>	SITKA RECORDING DISTRICT
<input type="checkbox"/>	BELL ISLAND
<input type="checkbox"/>	HAINES RECORDING DISTRICT
<input type="checkbox"/>	SKAGWAY RECORDING DISTRICT
<input type="checkbox"/>	AUKE BAY
<input type="checkbox"/>	JUNEAU RECORDING DISTRICT
<input type="checkbox"/>	PETERSBURG
<input type="checkbox"/>	METLAKATLA
<input type="checkbox"/>	JUNEAU
<input type="checkbox"/>	ELFIN COVE
<input type="checkbox"/>	WRANGELL
<input type="checkbox"/>	SITKA
<input type="checkbox"/>	WARD COVE
<input type="checkbox"/>	SOUTHEASTERN ALASKA REGION
<input type="checkbox"/>	KETCHIKAN
<input type="checkbox"/>	YAKUTAT
<input type="checkbox"/>	KLAWOCK

District:

Haines
Petersburg
Juneau
Wrangell
Petersburg
Haines
Ketchikan
Skagway
Sitka
Wrangell
Haines
Skagway
Juneau
Juneau
Petersburg
Ketchikan
Juneau
Sitka
Wrangell
Sitka
Ketchikan
Ketchikan
Juneau
Ketchikan

Locations by Region

<input type="checkbox"/>	DOUGLAS	Juneau
<input type="checkbox"/>	CRAIG	Ketchikan
<input type="checkbox"/>	HOONAH	Sitka

Region: **Statewide**

District:

<input type="checkbox"/>	ANY ALASKAN LOCATION
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Region: **Western**

District:

<input type="checkbox"/>	ALAKANUK	Bethel
<input type="checkbox"/>	DILLINGHAM	Bristol Bay
<input type="checkbox"/>	ADAK	Aleutian
<input type="checkbox"/>	UGASHIK	Kvichak
<input type="checkbox"/>	SHUNGNAK	Kotzebue
<input type="checkbox"/>	WESTERN ALASKA REGION	
<input type="checkbox"/>	SAVOOGNA	Cape Nome
<input type="checkbox"/>	BRISTOL BAY RECORDING DISTRICT	Bristol Bay
<input type="checkbox"/>	SCAMMON BAY	Bethel
<input type="checkbox"/>	UNALAKLEET	Cape Nome
<input type="checkbox"/>	ALEUTIAN ISLANDS RECORDING DISTRICT	Aleutian
<input type="checkbox"/>	NOORVIK	Kotzebue
<input type="checkbox"/>	NOME	Cape Nome
<input type="checkbox"/>	NAKNEK	Kvichak
<input type="checkbox"/>	KOTZEBUE	Kotzebue
<input type="checkbox"/>	CAPE NOME RECORDING DISTRICT	Cape Nome
<input type="checkbox"/>	PORT HEIDEN	Kvichak
<input type="checkbox"/>	KOTZEBUE RECORDING DISTRICT	Kotzebue
<input type="checkbox"/>	MOUNTAIN VILLAGE	Bethel
<input type="checkbox"/>	DUTCH HARBOR	Aleutian
<input type="checkbox"/>	SAND POINT	Aleutian
<input type="checkbox"/>	UNALASKA	Aleutian
<input type="checkbox"/>	BETHEL RECORDING DISTRICT	Bethel
<input type="checkbox"/>	TOGIAK	Bristol Bay
<input type="checkbox"/>	KVICHAK RECORDING DISTRICT	Kvichak
<input type="checkbox"/>	KIANA	Kotzebue
<input type="checkbox"/>	MEKORYUK	Cape Nome
<input type="checkbox"/>	ST. PAUL	Aleutian
<input type="checkbox"/>	HOOPER BAY	Bethel
<input type="checkbox"/>	BETHEL	Bethel
<input type="checkbox"/>	CHIGNIK	Aleutian
<input type="checkbox"/>	KING SALMON	Kvichak
<input type="checkbox"/>	EMMONAK	Bethel
<input type="checkbox"/>	ST. MARYS	Bethel
<input type="checkbox"/>	COLD BAY	Aleutian
<input type="checkbox"/>	TUNUNAK	Bethel
<input type="checkbox"/>	ST. MICHAEL	Cape Nome

Locations by Region



SELAWICK

Kotzebue